

# Supplier Attendance Assurance

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to confirm our expectations regarding your attendance at our upcoming meetings and events. Your presence is vital for the ongoing success of our partnership and to ensure that we maintain a smooth operational workflow.

As per our schedule, the next meeting is set for [Insert Date and Time] at [Insert Location]. We kindly ask you to confirm your attendance by [Insert Confirmation Deadline]. Should you face any challenges in attending, please inform us as soon as possible for necessary arrangements.

We appreciate your cooperation and look forward to your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]